

Ten Tech Tips about Teaching at Duke Law – Fall 2017

- 1) **Sakai (online course management).** All Sakai requests and questions, both routine and advanced, can be sent to helpdesk@law.duke.edu.
- 2) **Course Email Lists.** We use Sakai to provide you with email lists to communicate with your classes. **Important:** you (or, alternatively, your assistant or webupdates@law.duke.edu) **must** publish your Sakai site **before** your students will receive **ANY email** sent to the list. You can view your email list address by going to your Sakai site and clicking on “Email Archive” in the left menu, or you can check the class schedule link below if the site has been published (this list is manually maintained; please contact Webupdates to let us know if you have published your site but we do not reflect that fact):

<https://law.duke.edu/academics/course/schedule/>

- 3) **Class recording (DukeCapture).** Classrooms with cameras have the DukeCapture system, using Panopto software. This system supports both *ad hoc* and scheduled recordings.

PLEASE REPLY TO THIS MESSAGE TO INDICATE YOUR PREFERENCES.

When you reply, please indicate the course number(s), meeting times and room. For options A and B, please also let us know if we should inform you or your assistant (please provide name) when the recording link is available. We will use your reply to confirm the data otherwise available to us – and to avoid recording an empty room!

Option A is to have all your regular class sessions recorded and **made accessible to your students.**

Option B is to have all your regular class sessions recorded but by default **available ONLY to you and your assistant**; you, your assistant or Media Services can selectively make recordings available to your class or to individuals. If you have special instructions regarding the timing of making sessions available in Sakai, please contact your academic assistant.

Your responsibility for recordings made under both Options A & B is to i) turn on the classroom A/V system; ii) select a camera and frame the shot appropriately; iii) if you move away from our stationary microphones, you may need to wear a wireless mic, depending on the room; and iv) inform Media Services if your class is rescheduled or moved, or if you have make-up and review sessions (we cannot record these sessions otherwise).

Option C. If we don't hear from you, or you indicate that you do not want automatic class recordings, **any class recordings will have to be scheduled individually (by email to media@law.duke.edu; two workdays notice, please!) or initiated and stopped by you** (or someone you designate) **in the classroom at the time of your class session.** If we do schedule an individual recording, note that it will be stored in the Fall 2017 open folder, unless you specify that it needs to be private. Please contact your academic assistant with any special instructions regarding the timing of making sessions available in Sakai.

Further documentation is available on our DukeCapture page:

<http://law.duke.edu/actech/dukecapture>

- 4) **Sharing content with students. We recommend the Smart Podiums** in all our medium and large classrooms for annotating materials on the classroom computer, such as PowerPoint slides. The Smart Podium is a great replacement for whiteboards because: it does not require you to turn your back on

students, it provides unlimited (virtual) space, and the output can be saved to your Sakai site. We will be pleased to provide training. **If you plan on using a document camera, please let Media Services know**, since not every room will have a document camera set up. **iPad and Mac laptop users can wirelessly project** their devices' display in most classrooms; the same technology can be made available in our older classrooms (3171, 4040, and 4172) by arrangement with Media Services via media@law.duke.edu .

- 5) **Training and classroom assistance.** Academic Technologies staff members are available to train you, students or assistants on the audio-visual (A/V) equipment in your classroom (please email media@law.duke.edu to schedule). If you plan to work with video materials in the classroom, we recommend contacting Media Services in advance so that they can describe options for improving the viewing experience. **For urgent problems with classroom technology, please call the media hotline at 919-613-7249 (all A/V-capable classrooms have a phone for this purpose).** *Our staff is always available for training and to respond to problems, but please understand that we are not staffed sufficiently to meet instructors in their classrooms "just in case."*

A description of technology available in the classrooms is available here:

<http://www.law.duke.edu/actech/classrooms>

- 6) **Audio and video conferencing.** Classrooms with cameras and microphones allow you to use Skype and other software for **audio and video conferencing** with a remote speaker or participant. Media Services is available to work with you to choose the best tool for the job. **Assistance can be scheduled** through the *request form for video conferencing* available on: <http://law.duke.edu/actech/policies/> .
- 7) **Extending the classroom.** An Academic Technologies-Library working group has assembled information on software applications that can help you find new ways to **extend your interaction** with students, both outside and within the classroom, such as in-class polling or online forums. Please take a look at the *extending-the-classroom* resources page: <http://law.duke.edu/actech/classrooms/extended/> .
- 8) **Laptops and your classroom.** Many students rely on their laptops for note-taking, access to supplemental materials and the occasional in-class Internet search on factual questions. At the same time, laptops can serve as a distancing or distracting object in the classroom. Individual instructors' responses vary: Some instructors have chosen to ban laptops altogether; some decide when laptops are needed and when they are disruptive and should be closed; others have an informal contract with students to allow laptops unless that permission is abused; and still others have no problem with laptops. I recommend that you **discuss your classroom laptop policy** with your students and make it available in writing at the beginning of the semester.
- 9) **Equipment in the classroom.** *Please* do not move A/V equipment on your own. Much of the equipment is not designed to be disconnected, and the next person who needs to use the equipment may not be able to reconnect it themselves. If the A/V equipment is a hindrance to your teaching, please discuss options with Media Services (media@law.duke.edu). If there are immediate issues, please use the media hotline (919-613-7249). We recommend restarting the classroom computer and shutting down the A/V system at the end of every class, unless you know the next instructor prefers you leave it on.
- 10) **In case of severe weather.** Academic Technologies can assist when conditions make it difficult to meet in your classroom at the scheduled time. Media Services can describe your options and help you get set up. Please contact media@law.duke.edu for a consultation.